

ST.CLEER PARISH COUNCIL

MINUTES of a meeting of the Finance and General Purposes Committee held on Tuesday 14th March 2017 at 7.30pm in the Council Sports Pavilion, Hockings House, St Cleer.

Present: - Councillor Mrs D R Watson (Chairman), Mrs. S D Harbord (Council Vice Chairman), Councillors P E Lockley, M/s L A Perrett, M Shead and T J Smith plus the Clerk to the Council.

	ACTION
<p>36-16F Apologies for absence: - Apologies for absence were submitted on behalf of Councillors Mrs R S Dickson (Council Chairman) and Councillor L A Clark.</p>	
<p>37-16F Declarations of Interest relating to items on the agenda: - None.</p>	
<p>38-16F Minutes of the previous meetings: - It was resolved that the minutes of the meeting held on Tuesday 8th November 2016 are taken as read, confirmed and signed by the Chairman.</p>	
<p>39-16F Matters Arising from the minutes: - a) B T Phone Boxes: - Pursuant to minute 33-16F (a) the Clerk informed members that following a delayed response from BT of almost 2 months it was noted that the telephone box in Lower Tremar has been removed but that the telephone box in Trethevy close will be retained as it is acknowledged that this facility fulfils a social need.</p>	
<p>40-16F Items referred to this Committee:- None.</p>	
<p>41-16F Planning Applications:- a) PA17/01590 – Whistle Stop, Tremar Coombe – Application for the modification or discharge of a planning obligation relating to decision 597/0664/F dated 11.02.98 to allow the applicant to sell the property without breach. Support.</p>	
<p>42-16F Allotments:- a) Outstanding Debtors:- The Clerk illustrated the total number of plots on the site, the payments and debtors for the 2015-16 allotment year and the number of plots that are vacant for the 2016-17 allotment year. Members confirmed that apart from one small part year debt that remains for the 2015-16 year (that will be added to allotment holders invoice the 2016-17 allotment year) there are no outstanding debtors. It was also noted there are currently six vacant plots including the plot which is only partly sustainable. b) Operational Management:- After considering the current management arrangements it was noted that it is preferred that the light touch management arrangement continues with the Allotment Association overseeing the plots on a day to day basis with the Council continuing with the strategic</p>	

management as the landlord.

43-16F Hiring:-

The Clerk confirmed that the invoices for the football clubs for the 2016-17 season would be sent shortly and the general hirers are in trading terms.

44-16F Policies and Procedures Review

a) Council Standing Orders:-

The Committee reviewed the Council Standing Orders (as circulated). After considering the document it is recommended that the Council adopt the Standing Orders subject to the meeting date of the Finance and General Purposes Committee (1 (b)) is amended to read the second Wednesday and delete the second Tuesday. It was suggested that this is included for consistency and to bring it in line with the meeting dates of the Asset Management Committee.

Council

b) Financial Regulations and Best Value Statement :-

The Committee reviewed the Council Financial Regulations and Best Value Statement (as circulated). After considering the document it is recommended that the Council adopt the Financial Regulations and Best Value Statement subject to the Council Best Value Statement adding in paragraph 4 - in consultation with either the Chairman or Vice Chairman of the Council.

Council

c) S137 Grant Application Form and Guidance Notes :-

The Committee reviewed the S137 Grant Application Form and Guidance Notes (as circulated). After considering the document it is recommended that the Council adopt the S137 Grant Application Form and Guidance Notes.

Council

d) Use of Council Facilities at No Cost Application Form and Guidance Notes:-

The Committee reviewed the S137 Grant Application Form and Guidance Notes (as circulated). After considering the document it is recommended that the Council adopt the S137 Grant Application Form and Guidance Notes.

Council

e) Council Risk Assessment:-

The Committee reviewed the Council Risk Assessment (as circulated). After considering the document it is recommended that the Council adopt the Council Risk Assessment.

Council

f) Dignity at Work Policy:-

The Committee reviewed the Dignity at Work Policy (as circulated). After considering the document it is recommended that the Council adopt the Dignity at Work Policy.

Council

g) Statement of Internal Controls (to follow):-

The Committee reviewed the Statement of Internal Controls (as circulated). After considering the document it is recommended that the Council adopt the Statement of Internal Controls and that the Council Chairman, Chairman of the Finance and General Purposes Committee and Clerk sign the document subject to the amendment of the date of the Governance and Accountability for Local Councils – A Practitioners Guide (England) from 2014 to 2016. The Clerk also advised that further work will be undertaken on the Council Business Continuity Plan.

**Council/
Clerk**

h) Other possible policies and procedures.

The Committee considered other policy and procedures that the Council could adopt. It was

suggested that the Council adopt a Managing Sickness Absence Policy from the list of policies and procedures.

45-16F Correspondence

a) iSight Cornwall – Inspiring futures for people living with sight loss.
Noted. Passed to Councillor T J Smith for further consideration.

b) Stackhouse Poland – Claim- Break-in Sports Pavilion.
Noted. Clerk will complete on behalf of the Council.

c) Cornwall Council – Local Maintenance Partnership (Footpaths 2017-18).
Noted. It is recommended that the Council join the scheme for 2017-18.

46-16F Accounts for payment

PAYEE	REASON	GROSS	VAT	NET
Rabarts - Decorators	Paint/Roller Kit Changing Rooms	63.15	10.52	52.63
DDC CRC Ltd	Probation Team	448.00	74.67	373.33
Viking Direct	USB Sandisk 32Gb	17.84	2.97	14.87
St Cleer School	NDP Video	200.00	0.00	200.00
Darite Academy	NDP Video	200.00	0.00	200.00

47-16F Date of next meeting:-

Wednesday 14th June 2017.

Meeting Closed at 8.30pm. _____Chairman

Council

Clerk

Council